

<b>NUTRITION SERVICES DIVISION MANAGEMENT BULLETIN</b>		<b>No. 02-112</b>
<b>TO:</b>	School Nutrition Program Sponsors	<b>ISSUE DATE:</b> September 2002
<b>ATTENTION:</b>	Food Service Director	
<b>SUBJECT:</b>	Food Service Agreements for Operating Inter-District National School Lunch and School Breakfast Programs	
<b>REFERENCE:</b>	United States Department of Agriculture SP Policy Memo 02-14; 7, Code of Federal Regulations Parts 210 and 220	Title
<b>SUPERSEDES:</b>	Management Bulletin 01-103 (March 2001); School Nutrition Program Guidance Manual, Section 9600 and the corresponding forms in Section 9000 Appendix regarding Food Service Agreements/Requests	

This Management Bulletin provides current requirements from the United States Department of Agriculture (USDA) regarding inter-district food service agreements between sponsors. A food service agreement is used when one sponsor provides meals to another sponsor and claims reimbursement for those meals. In the past, sponsors interested in operating their school nutrition program(s) under a food service agreement obtained approval from USDA. The USDA recently delegated approval authority to the State.

To obtain approval, the sponsor that will assume administrative responsibility over the school nutrition program(s) for one or more sites administered by another sponsor must submit a signed copy of the food service agreement to the California Department of Education, Nutrition Services Division (NSD). The administering sponsor must include those sites in its school nutrition program(s) application(s) and agreement(s). Sponsors may use the attached sample agreement or they may develop their own food service agreement. Each food service agreement must, at a minimum, clearly specify the length of time it is effective and each party's responsibilities for the following:

- Approval of free and reduced-price meal applications;
- Management of the free and reduced-price meal process;
- Point of service meal counts;
- Edit checks;
- Meal count reports and claims for reimbursement;
- Management of the verification process; and
- Overpayments identified during reviews or audits.

All sponsors operating under a food service agreement are required to modify their site list. This is accomplished by submitting a Site Change Request (SCR) form. The receiving sponsor will drop the site(s) and the administering sponsor will add the site(s) to its agreement. The SCR forms must be approved by the NSD prior to claiming reimbursement.

Sponsors are reminded that the National School Lunch Program and School Breakfast Program requirements in Title 7, Code of Federal Regulations Parts 210 and 220 apply to all sites that a sponsor operates for another sponsor.

Please place this Management Bulletin in Section 9600 of your *School Nutrition Programs Guidance Manual* and replace the sample agreement in Section 9000 (Appendix) with the enclosed, revised forms.

If you have any questions, please contact your nutrition services representative, the Field Services Unit at (916) 445-0850 or (800) 952-5609, or Christine Kavooras at (916) 322-3609 or [ckavooras@cde.ca.gov](mailto:ckavooras@cde.ca.gov).

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